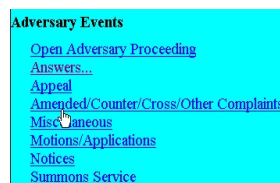


Third-Party Complaint

STEP 1 Select **Adversary** from the *Main Menu*. Click the **Amended/Counter/Cross/Other Complaints** hypertext link.



STEP 2 The **Case Number** screen displays.

- ◆ **Case Number** - type the case number in YY-NNNN
- ◆ Click **Next** to continue.

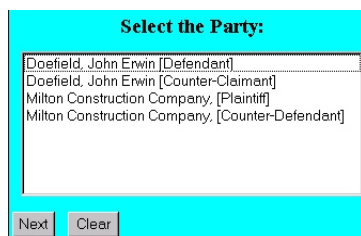
STEP 3 The following box appears:

- ◆ Click on **Third-Party Complaint**.
- ◆ Click on the **Next** button.

STEP 4 The **Select the pdf document** screen appears.

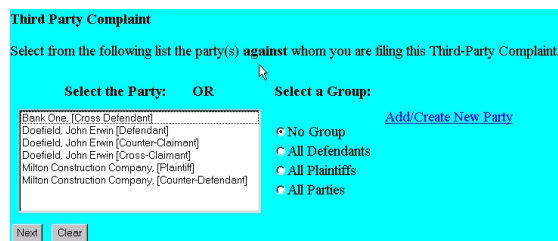
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach an exhibit, appendix or other document:
 - ▶ Click on the radio button next to '**Yes**.'
 - ▶ Click on the **Next** button and follow the screens.
- ◆ If no attachments, click on the **Next** button.

STEP 5 The **Select the Party** (party filing document) screen displays.



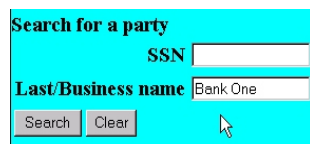
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the Party Against** whom you are filing the **Third-Party Complaint**: screen displays.



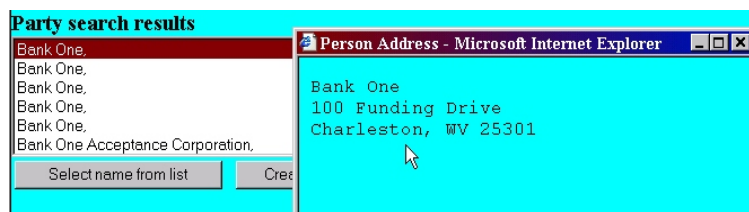
- ◆ If the party's name appears, click on the party's name and skip to **Step 11**.
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 7**.
- ◆ Click on the **Next** button.

STEP 7 The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 8 The **Party** search results screen displays.



- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 9**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 10**.

STEP 9 The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 11**.

STEP 10 If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 11 The **Select the Party:** screen displays with your party highlighted.

- ◆ Click on the **Next** button to continue.

STEP 12 A **Verification** screen displays. Verify the case name and case number, then click on the **Next** button.

STEP 13 The **Docket Text: Final Text** screen displays.

Docket Text: Final Text

Third-Party Complaint by John Erwin Doefield against Bank One. (atygjb,)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 14 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from atygjb, entered on 8/3/2004 at 1:33 PM EDT and filed on 8/3/2004

Case Name: Milton Construction Company v. Doefield et al

Case Number: [2:03-ap-02046](#)

Document Number: [21](#)

Docket Text:
Third-Party Complaint by John Erwin Doefield against Bank One. (atygjb,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\PDFfiles\11703.pdf

Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=8/3/2004] [FileNumber=14447-0] [0a2e31ee681d599a673dbbc85d7fdd7c36db22a9b6ff60a75ecfc477e0ae7c94e996401c24ce6df0d92fb4c46100165a7b31208cfb27142bf8823684a3ec0c18]]

2:03-ap-02046 Notice will be electronically mailed to:
(Name of Attorney) ,

2:03-ap-02046 Notice will not be electronically mailed to:
Charles I. Jones
B. O. Box 2363